

Best Practice Checklist


We recognise that there are many competing tasks relating to a performance or business, but it is important to prioritise safeguarding children. To help you make sure you have all the necessary things in place, we have produced this 'Checklist' as a tool to help you to monitor progress and any gaps that need to be addressed, prior to the beginning of the child's activity.

- Appoint a named individual as 'Safeguarding Co-ordinator'
- Conduct a Safeguarding Risk Assessment
- Work to a Code of Conduct for staff and for young people
- Develop a Child Protection Policy and ensure it is followed by all members of staff
- Appoint the correct ratios of licensed chaperones
- Advise all relevant staff to attend training that is provided by the council in partnership with the Sheffield Children's Safeguarding Partnership.
- Hold a briefing meeting prior to the start of the activity; this will help to ensure all of those involved are aware of all necessary safeguarding procedures or specific needs of any individuals
- Make an application to the council using the correct form. If you need advice on making your application please do not hesitate to contact us
- Keep all relevant documentation at the location of the employment or activity

Thank you for working in partnership with us to keep children safe in performance. If you need more information about children and young people in performance or entertainment, or about making safe environments for performance, please contact:

For information about child protection, the venue/risk management/Licensing Act 2003 ~

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 0114 2736753 or 07790 110016


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Or visit our website at:

www.safeguardingsheffieldchildren.org.uk

For information about child performance
licences or child employment ~

Licensing Service

 0114 2734264

 Childpermits&licences@sheffield.gov.uk

Or visit our website at:

www.sheffield.gov.uk and search Performance
Licences or Child Employment